

**ADMINISTRATIVE - INTERNAL USE ONLY**

ORD 1969-66

20 May 1966

MEMORANDUM FOR: ORD Career Service Panel

SUBJECT: Assignment of New Chairman

1. As ORD continues to grow and progress, its Career Service Panel will provide an increasingly important function. A strong Panel is conducive to high employee morale and is involved in the complete career development of the personnel for whom it has responsibility. This responsibility includes the employee's job assignment, continuing education, and growth development, in addition to his consideration for promotion.

2. In the interest of strengthening the lines of communications between the Career Panel and management, [redacted] will join the Panel as a non-voting member and assume the duties of the Chairman of the Panel until further notice. This addition to the Panel membership will become effective on 1 June 1966.

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ROBERT M. CHAPMAN  
Director of Research and Development

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